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**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 200.50  
**EFFECTIVE DATE:** 05/19/11  
**REVISED:**  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** SM  
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**SUBJECT: VOLUNTEER PROGRAM**

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- I. **PURPOSE:** Douglas County recognizes that there are benefits to members of the community being involved in the delivery of the County programs and services for primarily civic, charitable or humanitarian reasons. Individuals have an interest in assisting public agencies by applying their knowledge, skills, and experiences to worthwhile endeavors on a volunteer basis. Also, the community and County government receive enhanced services because of the individual's specialized skills and commitment.
- II. **POLICY:** This policy covers the essential elements of an effective volunteer program which is compliant with applicable state and federal regulations pertaining to Douglas County volunteers. As this policy is broad in scope, individual departments should establish additional specific requirements consistent with this policy to guide the use of volunteers within the specific program areas.
- III. **DEFINITIONS**
  - A. **Drop-In Volunteer** – Volunteer for a single day, special event, or small/short-term project. Drop-in volunteers are prohibited from working with children under the age of 18, senior citizens, or functions covered by the Federal Transit Administration (FTA) due to criminal background check and/or drug and alcohol testing requirements. Short form application and liability waiver are required to be completed by the volunteer and approved by the department supervisor. Department supervisor is responsible to verify drop-in volunteer's identity and suitability.
  - B. **Regular Volunteer** – A volunteer who performs tasks with limited public interaction such as interns, landscaping or office assistance. Regular volunteers are prohibited from working with children under the age of 18, senior citizens, or functions covered by the Federal Transit Administration (FTA) due to criminal background check and/or drug and alcohol testing requirements. Short form application and liability waiver are required to be completed by the volunteer and approved by the department supervisor. Department supervisor is responsible to verify drop-in volunteer's identity and suitability.
  - C. **Safety Sensitive Volunteer** – A volunteer or intern who performs tasks with access to children under the age of 18, senior citizens, or functions covered by the FTA. Long form application, liability waiver, and successful completion of pre-volunteer fingerprint background and negative drug and

alcohol screening required. Department supervisor is responsible to forward long form application and liability waiver to Human Resources for processing. Human Resources will schedule fingerprint background and drug and alcohol screening. Upon receipt of successful fingerprint and drug and alcohol screening results, the department supervisor will be notified.

- D. **Group Volunteers** – Volunteers participating in a single community event such as Adopt-A-Park, Boy Scouts, high school clubs, and community service organizations. Group volunteers are prohibited from working with children under the age of 18, senior citizens, or functions covered by the Federal Transit Administration (FTA) due to criminal background check and/or drug and alcohol testing requirements. Short form application and liability waiver must be completed by all volunteers in the group. Liability waivers for children under the age of 18 must be completed by parent or legal guardian. All documents must be approved by department supervisor.
- E. **Court Appointed Volunteers** – Individuals who are required to perform community service as a stipulation set forth by a judge or authorized public agent. Short form application and liability waiver must be completed and liability waivers for children under the age of 18 must be completed by parent or legal guardian. Department supervisor is responsible to verify volunteer's identity and suitability.

#### IV. POLICIES AND PROCEDURES

- A. Active volunteers at the time this policy is approved are not required to resubmit to the application process unless the volunteer will be used in a safety sensitive capacity requiring fingerprint background check or working in a capacity covered by the FTA.
- B. Volunteers are required to adhere to all policies and procedures including anti-discrimination, harassment, and drug and alcohol prohibitions. Volunteers are unpaid and are not employees of Douglas County (which includes employees of towns.). Volunteers may be reimbursed for expenses incurred. The expense reimbursement provided cannot be in an amount or of a type that implies that the volunteer is being paid a wage or salary for time spent as a volunteer, or for the quantity or quality of the work performed. All such expenses must be approved, in advance, by the Department Head and submitted with appropriate supporting documentation to the Finance Division for processing.
- C. Volunteer files will be kept in Human Resources or by the Department Head.
- D. No volunteer will be allowed to volunteer in any department until background check and all appropriate forms and application has been received and approved.
- E. The Department Head or designee will solve problems associated with the volunteer's performance or behavior. However, if problems cannot be corrected, the services of the volunteer should discontinue.

- F. The Department Head or designee may recruit for volunteers, determine the number of volunteers needed, work to be performed by volunteers, and may terminate a volunteer at any time with or without cause. Volunteers will receive appropriate oversight for the functions performed including an orientation to Douglas County policies and procedures, code of conduct, organizational values, departmental operating procedures, safety practices, and other relevant information. This orientation will be provided by the Department Head or designee.
- G. The Department Head will maintain detailed and accurate records of volunteer activities including a roster of active volunteers. The roster information should include the name of the volunteer, function, start date. The roster must be sent to Human Resources or kept by the Department Head. The Department Head or designee will remove volunteers from the roster whenever volunteers are inactive and notify Human Resources when a volunteer is removed from the roster. The Department Head must ensure that all volunteers complete required Douglas County forms.

**V. TRAINING AND VEHICLE USAGE**

- A. All volunteers will receive appropriate training for assigned tasks including safety training and safety equipment by the department. The Department Head is responsible for maintenance of all training records.
- B. Volunteers required to drive a County or Town vehicle may do so at the discretion of the Department Head as long as the volunteer meets the requirements set forth in Douglas County Policy 700.04, Vehicle and Equipment Assignment and Use, including the non-smoking provisions. A volunteer that will be using a County or Town vehicle must provide a copy of their valid driver's license and DMV printout. Volunteers are prohibited from driving County or Town owned vehicles in the State of California due to tort liability.
- C. Volunteers driving County or Town owned vehicles must maintain an acceptable driving record. If an approved volunteer has a valid driver's license and is acting at the discretion and control of the County or Town, the volunteer may drive for any approved purpose that is lawful and necessary to carry out the official business of the agency. Whenever the volunteer does otherwise, the volunteer will be personally liable for all driving costs, liability, and risks. Volunteers are strictly prohibited from using County or Town owned vehicles for personal use.

**IV. RESPONSIBILITY FOR REVIEW:** The County Manager and the Human Resources Manager shall review this policy as needed or at least once every 5 years.

05/19/2011